



SHARING THE NEWS

Volume 6, Issue 1, March, 2012

This newsletter is for child care providers caring for children in the Wisconsin Shares Child Care Subsidy Program, a program which helps low-income families pay for regulated child care while participating in work activities.

- Attendance Reporting – Daily and In/Out Modes
- Reminder on Using School Closed Hours
- Change to Attendance Authorizations to Licensed Providers

New Attendance Reporting Modes: Daily and In/Out

In the last issue of “Sharing the News,” we talked about Attendance Reporting 101 and about two new attendance reporting modes: the daily and In/Out modes. This issue covers how to report in the new attendance reporting modes. Participation as a Wisconsin Shares child care provider requires accurate attendance reporting, no matter your attendance mode. Local agencies choose which modes to offer to providers. While you may not currently report attendance in Daily or In/Out Mode, you may need this information in the future.

The new Attendance Reporting Modes are:

1. Daily Mode: Providers enter exact hours and minutes for each child for each day.
2. In-Out Mode: Providers enter exact arrival and departure times for each child.

If you are changed to a new reporting mode, you will get a notice at least two weeks before you have to report in the new mode.

The Attendance Report Forms (ARFs) for all modes now include updated directions for your specific attendance reporting mode. Two important changes to note:

1. For all modes, if the child was not in attendance or the child care facility was closed, mark the box with a “0”. Do not leave the space blank. Agencies may delay payment if the ARF is incomplete.
2. For the Daily and In/Out modes, enter an “S” for each day you claim school closed hours. These hours must meet the school closed definition. Verification may be required.

This information is on the front page of the new ARF. The agreement, now on page 2, also has new language. You should read carefully before signing.

How to Report – Daily Mode

Providers reporting in the Daily Mode must report the exact hours and minutes a child attends each day of the week.

- Use the Daily Attendance Record to calculate the total time each child attends each day. Then transfer the exact totals onto the ARF. Do not round. Here is an example for week 1:
 - Monday, Pearl attends 7:10am – 8:08am and 3:05pm – 4:42pm. Hours are 2:35.
 - Tuesday, Pearl attends 7:17am – 8:06am and 3:21pm – 5:04pm. Hours are 2:32.
 - Wednesday, Pearl attends 7:20am – 8:11am and 2:55pm – 4:56pm. Hours are 2:52.
 - Thursday, Pearl attends 7:11am – 8:08am and 3:03 – 4:43pm. Hours are 2:37.
 - Friday, Pearl was absent. A “0” must be placed in the box
 - Saturday and Sunday, the center is closed. A “0” must be placed in each box.

Child's Name							Auth Hours Per Week	Worker	Primary Person's Name							Case Number
09/06/2009 to 09/12/2009							09/13/2009 to 09/19/2009									
Daily Hours of Attendance							Daily Hours of Attendance									
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
HARPER, PEARL							15	XYZ987	COOPER, RACHEL							987654321
Regular	0	2:35	2:32	2:52	2:37	0	0		0	2:31	2:42	2:40	2:52	9:24	0	
School Closed														S		

How to Report – In/Out Mode

Providers reporting in the In/Out Mode must report the exact sign in sign out times for each child for each day of the week.

- Using the Daily Attendance Record, transfer the in/out times for each child. Make sure you show “AM” or “PM” for each in time and each out time.
- On Friday of week 2 in the following example, Pearl attended the full day because school closed for a teacher conference. The “S” is used to request school closed hours. The agency may ask for proof that school is closed.

Child's Name					Auth Hours Per Week		Worker	Primary Person's Name					Case Number		
09/06/2009 to 09/12/2009 Daily Hours of Attendance							09/13/2009 to 09/19/2009 Daily Hours of Attendance								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
HARPER, PEARL							10	XYZ987		COOPER, RACHEL					9876543210
In	0	7:10 A	7:17 A	7:20 A	7:11 A	0	0	0	7:16 A	7:10 A	7:08 A	7:19 A	7:09 A	0	
Out	0	8:08 A	8:06 A	8:11 A	8:08 A	0	0	0	8:07 A	8:09 A	8:08 A	8:11 A	4:33 P	0	
In	0	3:05 P	3:21 P	2:55 P	3:03 P	0	0	0	3:22 P	3:02 P	3:02 P	2:55 P	0	0	
Out	0	4:42 P	5:04 P	4:56 P	4:43 P	0	0	0	5:02 P	4:45 P	4:42 P	4:55 P	0	0	
Sch Cts													S		

Note: Providers who report attendance on CCPI may also be reporting in Daily or In/Out Mode. Information for CCPI reporters is located at <http://dcf.wisconsin.gov/childcare/ccpi/default.htm>, “CCPI Attendance Modes Demonstration.”

Reminder on School Closed Hours

Providers should remember that they can **not** use school closed hours unless the total hours of attendance for the week are more than the regularly authorized hours. This is not new. The CCPI system has recently been changed to enforce this requirement. You will not be able to designate hours as School Closed Hours unless all regularly authorized hours are used.

Change to Attendance Authorizations for Licensed Providers

Licensed Family providers and Licensed Group providers have seen a change in attendance-based authorizations. Previously, attendance authorizations for 35 to 50 hours per week stated that they were for 35 hours. Since January, authorizations now reflect actual hours authorized. A provider may now get an attendance authorization for more than 35 hours. Thirty-five (35) to 50 hours is still considered full time and is paid the same full time amount minus the copayment.